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CAREER SERVICE CONFERENCE
3 August 1954 3:30 - 5:15 P.M.
Department of Agriculture Auditorium
South Agriculture Building

NOTICE TO PARTICIPANTS

25X1A

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1. General. The discussion at the Conference will center around and focus on the matters contained in the attached documents, but it will not necessarily be confined to this material. These papers are as follows:
 - a. Notice [REDACTED] Re the Career Service Conference
 - b. Regulat [REDACTED] Re the Career Staff
 - c. Form 37-189 Fitness Report
 - d. Regulat [REDACTED] Re the Career Council
 - e. Regulat [REDACTED] Re Promotion
 - f. Notice [REDACTED] Re Career Development of Junior Personnel
 - g. Announc [REDACTED] Re new Insurance Plans
 - h. Regulat [REDACTED] Draft of Policy and Procedure concerning Overseas Returnees
 - i. Announcement [REDACTED] Re new Honor Awards
2. Security. The Conference as a whole is classified SECRET. Regular badges must be shown at the door of the Auditorium in order to gain admittance. You are cautioned to watch your conversation going to and from the Auditorium. Since badges are not shown upon entering the chartered Capital Transit busses, anyone may be riding with you and overhearing your remarks. Any notes taken during the Conference should be classified properly and guarded with due care. Most of the attached papers are classified. Make yourself completely familiar with the details contained therein. You should NOT bring this background material to the Conference.
- 25X1A 3. Questions. As you will note from N [REDACTED] paragraph 3 (attached), you are urged to formulate any questions which you may have and send them to the Office of Personnel, (Attention: Special Assistant for Career Services extension 689) by 23 July so that the presentations may be made as meaningful as possible. During the Conference there will also be question periods. Question slips will be provided and will be picked up during intervals in the program by attendants.

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4. Registration. Each participant will be asked to complete a registration card which will be handed to him at the entrance to the Auditorium. An attendant will collect these cards at the door at the close of the Conference.
5. Transportation. Chartered Capital Transit busses will be available to transport personnel to and from the Conference. They will leave at 3:00 P.M. from the following locations:
 - a. The loop at the north end of "M" Building
 - b. Gate 11 in the rear of "K" Building
 - c. Recreation and Service Building.Returning, they will leave for the three locations mentioned above from South Agriculture Building. Special transportation that might be required from other more remote points may be arranged by calling extension 689.
6. Timing. The schedule for the Conference permits no leeway in time. All participants should be in their seats by 3:25. The Conference will end promptly so that all persons and busses may be out of the area before the rush of traffic at 5:30. There will be no opportunity for those who attend the Conference to park their cars in the vicinity of the Auditorium.

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